



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

April 21, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## STAFFING REQUIRED FOR FIRST TWO PAY PERIODS USING NEW PAYROLL SYSTEM

The new payroll system will begin producing paychecks at the end of April. It is important to ensure that all departmental payroll operations have payroll staff on duty and available to provide assistance to answer employee questions during this critical time. Therefore, I request that each department make specific arrangements to have key payroll staff at work on the following dates:

- Thursday, April 29<sup>th</sup>
- Friday, April 30<sup>th</sup>
- Thursday, May 13<sup>th</sup>
- Friday, May 14<sup>th</sup>

Departments with payroll staff who work 9/80 or 4/10 schedules will need to make arrangements to ensure that payroll staff are on duty these dates. Thank you for your assistance in making the implementation of the new payroll system go smoothly.

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or at [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:ES:cg

c: Administrative Deputies  
Human Resources Managers

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